

TAB

SECRET

Office of Logistics Objectives
for
Fiscal Year-1956

I. Executive Direction, Administration, Security, and Technical Review of Logistics Operations:

1. Continue the development and publication of logistics policies and procedures in Agency regulatory issuances to provide for more effective logistical support of all Agency activities.
2. Continue to review world-wide logistics operations and initiate action to improve their efficiency, economy, and effectiveness.
3. Develop and maintain an organizational manual, defining the mission, functions, and responsibilities of each organizational component of the Office of Logistics.

25X1C

5. Establish a logistical control center system for the European and African areas.

6. Develop and implement an internal Reports Management Program designed to facilitate operational controls and procedures for the collection, analysis, and dissemination of operational statistics.

7. Revise the system of controlling top secret material within the Office of Logistics.

II. Development and Review of Logistical Annexes to Operating Plans and Long Range Logistical Planning to Meet Operational Requirements:

1. Review all operational plans at inception for logistical feasibility.

2. Provide technical guidance and coordination in the development of logistical support programs and projects.

SECRET

SECRET

**Subject: Office of Logistics Objectives
for Fiscal Year 1956**

3. Compile, analyze, and maintain current and adequate statistical data necessary for complete logistical planning and support.

4. Develop firm guidance for world-wide materiel relocation to meet operational requirements from the point of view of force concepts as applicable to specific geographic areas.

5. Develop mobilization plans and requirements for the Office of Logistics based on Agency emergency operational plans and theatre war plans.

6. Develop, in coordination with the Office of the Comptroller, more effective policies and procedures governing the preparation of logistics annexes relative to budgetary requirements.

7. Ensure assignment of qualified logistics planners to Senior War Planners' staffs overseas.

8. Develop a logistical and operational planning manual.

III. Printing Services:

1. Conduct a world-wide survey of printing requirements and facilities to determine hot and cold war need and delineate responsibilities of the Office of Logistics and TSS [redacted]

2. Coordinate Agency-wide requirements and production in the graphic arts field.

3. Provide an improved printing service to Agency components by improving procedures and methods and by keeping abreast of the latest developments in the graphic arts field.

IV. Procurement of Equipment, Supplies, and Contractual Services:

1. Prepare and issue a Procurement Handbook for use of logistics and administrative officers in the departmental area.

3. Establish a cross reference file by commodity of the cleared bidders registry for old and new sources.

SECRET

SECRET

**Subject: Office of Logistics Objectives
for Fiscal Year 1956**

4. Establish policies and procedures to protect the Government's patent and copyrights.

5. Arrange through the Comptroller for commercial type audit by cleared Certified Public Accountant firms on Government [] contracts as required in order to meet appropriate security standards.

6. Review in cooperation with the requisitioning activity existing and proposed contracts to determine proper [] classification for the purpose of ascertaining the proper method of handling procurement contracts.

V. Support of Agency Real Estate and Construction Programs, Building, Maintenance and Services:

1. Provide the necessary support for the successful accomplishment of the Agency's present and future real estate and construction requirements.

2. Provide support to the Agency's new headquarters building including site selection, space requirement surveys, selection of architect-engineer, negotiation and administration of an architectural-engineering contract, and liaison with the General Services Administration and other Federal agencies.

3. Prepare a Realty Officer Handbook and a Maintenance Handbook.

4. Continue the field inspection program of Agency facilities, [] to assure maximum utilization, proper maintenance, and economical operation from technical and professional viewpoints.

5. Complete and continue to maintain reports on all Agency real estate including that of proprietary projects.

VI. Storage, Distribution, Control, Determination of Requirements, Property Accounting, Surveillance, Rehabilitation and Disposal of Agency Material:

1. Establish stock levels and redistribute Agency assets to coincide with Strategic Requirements.

SECRET

**Subject: Office of Logistics Objectives
for Fiscal Year 1956**

2. Expand the inspection and maintenance function to ensure adequate stock surveillance and improve Agency storage practices.

3. Continue to expand and revise the Agency Supply Catalog.

4. Develop specialized packaging and packing methods for [redacted] overseas shipments, long term storage and caching.

5. Develop a cost accounting system [redacted] complex to determine the financial cost and efficiency of the supply system.

6. Continue to review program of issue experience to dispose of obsolete and/or excess stock items.

VII. Traffic Management and Transportation Services to Support the Movement of Personnel and Things for the Agency:

1. Develop Tables of Vehicular Allowances for all stations and activities.

2. Review and revise Agency regulatory issuances and administrative procedures relative to the movement of Agency personnel, their dependents and personal effects in order to ensure their movement in a manner consistent with security, efficiency, and economy.

3. Improve methods and channels of transportation of Agency material.